



DEPARTMENT OF HEALTH SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH SERVICES	RELEASE DATE:	Friday, January 26, 2007
POSITION TITLE:	Chief, Program Support Branch	FINAL FILING DATE:	Friday, March 2, 2007
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$ 7,580.00 / Month	BULLETIN ID:	12192006_7

POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Administration, the Chief, Program Support Branch, is responsible for directing all operations, department-wide, relating to program support activities. These activities include procurement, facilities planning, administrative services, capital outlay budgeting, operation of department-owned public health facilities, lease management for rented facilities, telecommunications, security, health and safety, training, business services, transportation planning, and contract/grant administration. The Chief, Program Support Branch, plans, develops, and implements policy for the support of public health laboratories for the State of California, located in Richmond and Los Angeles.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad knowledge of administrative functions and processes, including planning and development, budgeting, accounting, state contracting, procurement, labor relations, health and safety, human resources, and staff training.

- Demonstrated experience with multiple administrative support activities.
- Ability to establish and maintain peer relationships with internal executive and management staff, control agency executive and management staff, and many external public and private representatives at a variety of levels.
- Demonstrated leadership and extensive experience in program management and team building.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.
- Broad experience that includes substantial participation in the formulation, operation, and/or evaluation of program policies.
- Working knowledge of the California legislative and budgetary processes necessary for effective programmatic implementation.
- Ability to deal effectively and sensitively with public relations issues.

DESIRABLE CHARACTERISTICS

Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication - Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **Chief, Program Support Branch**, with the **DEPARTMENT OF HEALTH SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file two copies of a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. This Statement of Qualifications must discuss the following critical factors:

1. Describe your knowledge and understanding of the role, responsibilities and current issues of administrative services.
2. Describe your ability to gain the confidence and support of top-level administrators, advise on a wide range of administrative matters, analyze program issues, and provide effective solutions.
3. Describe your knowledge of the California legislative and budgetary processes necessary for effective program implementation.
4. Describe your ability, including leadership techniques, to organize and motivate groups and/or employees, direct the work of multidisciplinary professional and administrative staff, and deal effectively with a variety of individuals, organizations, and state agencies.
5. Describe your knowledge of, and experience with, the State's control agencies, specifically including the Department of Finance, Department of General Services, Department of Personnel Administration, and the State Controller's Office.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date of March 2, 2007, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the five critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

The application, Statement of Qualifications and resume must be submitted by the final filing date to:

DEPARTMENT OF HEALTH SERVICES, Personnel Management Branch
P.O. Box 997411 M.S. 1301, Sacramento, CA 95899-7411
Lisa Jeffers | (916) 552-8351 | ljeffers@dhs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Services, Personnel Management Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Lisa Jeffers at ljeffers@dhs.ca.gov or at (916) 552-8351.

Questions regarding the position should be directed to Arleen Jacoway at ajacoway@dhs.ca.gov or at (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>